ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

ADMINISTRATIVE MANUAL

APPOINTMENT & RECOMMENDATION PROCEDURE
POLICY 016

1. Purpose:
   This policy establishes procedures regarding the appointment and interview process for ASI vacant positions and shared governance committees.

2. References:
   Bylaws, Policy 001 – Article III, Section 2, Clause 1
   Bylaws, Policy 001 – Article V, Clause 1
   Board of Directors Code of Procedure, Policy 002 – Article 2, Section 8, Item C, #2
   Board of Directors Code of Procedure, Policy 002 – Section 13
   Appointment Process Grid
   Appointment and Interview Process Map

3. Policy:
   This policy will assist with the timely processing, management, and quality control of the appointment & interview process. It will ensure ASI is efficiently appointing qualified student leaders into ASI leadership positions and campus wide committees. It will clarify the roles to ensure accountability.

4. Definitions:
   4.1 Interview: The Direct Report schedules a one-on-one meeting with applicant(s) to determine their interest, skill level, and overall commitment to perform the required duties of the position.
   4.2 Recommendation: The Direct Report as determined by this policy and appropriate COP will offer their recommendation to the BOD based on the candidate's answers to questions on the application and during the interview.

5. Procedure:
   5.1 The process will be monitored by the ASI Secretary/Treasurer, ASI President, ASI Vice President for Academic Governance, ASI Administrative Assistant to the Executive Director (ASIAAED), and Executive Director.
   5.2 Once an application is submitted it will be received by the ASI Executive Director Administrative Assistant who will review for general eligibility requirements. The application will then be sent to the appropriate ASI member who will conduct the interview.

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5.3 Applications will be accepted by the end of the business day the Friday before the BOD.

    5.3.1 It is the responsibility of the officer conducting interview(s) to set an interview within five business days of submission. An interview must be done by the end of the business day the Wednesday before the BOD. If for some reason this timeline cannot be satisfied the Secretary/ Treasurer will inform the candidate and assist the responsible Direct Report. If the officer conducting the interview fails to interview all candidates who apply within the approved/appropriate time frame, no recommendation is to be given by the Direct Report.

5.4 After each interview, it is the responsibility of the interviewer to submit the ASI Candidate Response Sheet as an official evaluation of the candidate based upon their interview and application.

5.5 Meeting Attendance:

    5.5.1 It shall be the responsibility of the applicants applying for the following positions and committees to be present at the next BOD meeting at which the appointment will occur. With a 2/3 vote of the BOD there can be an exception.

        5.5.1.1 All BOD Positions, Chief Justice, Associate Justices, Cabinet of Commissioners, ASI Internal Committees, Elections Committee, and major academic and administrative committees noted in this policy and others.

5.6 All other campus wide committee appointments shall be offered to the BOD via report from the VPAG. The application will be logged and reported to the Board of Directors by the ASIAAED. The original application for committee appointments will be provided to the VPAG and a copy will be provided to the appropriate second interviewer/Direct Report noted below.

5.7 Campus Wide Committee Appointment Process

    5.7.1 ASI Vice President for Academic Governance receives all campus wide university committees and academic sub-committees/working groups. The VPAG shall manage the appointment process for all approved student representatives to the aforementioned committees.

        5.7.1.1 All current BOD members will submit a Committee Appointment Application for the academic and administrative committees.

        5.7.1.2 All applications must be signed by the interviewer and given to the ASIAAED twenty-four hours prior to the next BOD.

        5.7.1.3 Committee applicants will be interviewed by the VPAG who will complete an Interview Summary sheet for each candidate with one of the three recommendations: recommend, not recommended, forward to BOD for consideration.

        5.7.1.4 The names of those approved for recommendation will be forwarded to the Board of Directors as a formal report of who was appointed with the possibility of overturning the decision of the VPAG.

        5.7.1.5 The application cycle period for campus-wide committees will serve on a first come-first serve basis where as soon as an individual submits an application, they can be appointed to the committee by the VPAG.

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5.8 Internal Committee Appointment Process

5.8.1 ASI President receives applications and conducts interviews for BOD appointments, the PR & Elections Commissioner, the Chief Justice of the Judicial Review Committee, Associated Justices of the Judicial Review Committee, and the student representatives to the following academic and administrative committees: Instructionally Related Activities Board, University-Student Union Board Nominating Committee (U-SU), Cal State LA Foundation, & University Auxiliary Services, Inc. (UAS).

5.8.1.1 All current BOD members will submit an Internal Committee Appointment Application for the academic and administrative committees.

5.8.1.2 All applications must be signed by the interviewer and given to the ASIAAED twenty-four hours prior to the next BOD.

5.8.1.3 The ASI President can identify committee designees for specific committees via formal notice to the VPAG and ASI Staff.

5.8.1.4 The above shall not be in conflict with the BOD, COP and ASI Bylaws.

5.8.2 ASI Vice President for Administration receives applications for all Cabinet of Commissioner members and conducts the interviews. He/she will forward Election and Orientation Commissioner candidates to the President for a second interview and consideration for appointment.

5.8.2.1 All applications must be signed by the interviewer and given to the ASIAAED twenty-four hours prior to the next BOD.

5.8.3 ASI Vice President for Finance receives committee appointment applications for the Vice Chair for Finance Committee, the Finance Committee, and Funding Sub-Committee.

5.8.3.1 All applications must be signed by the interviewer and given to the ASIAAED twenty-four hours prior to the next BOD.

5.8.4 ASI Vice President for External Affairs and Advancement receives applications for all Legislative Affairs and Advocacy Committee and Lobby Corps

5.8.4.1 All applications must be signed by the interviewer and given to the ASIAAED twenty-four hours prior to the next BOD.

5.8.5 ASI Secretary/Treasurer

5.8.5.1 Once appointed the Secretary/Treasurer will coordinate the New Member Orientation in collaboration with ASI Staff (i.e. Business cards (after eligibility is determined), ASI e-mails, web site picture and bio updates, office tour, office hours, contact list, name plate creation and member updates, etc.).

5.8.5.1.1 The student's ability to serve is pending their eligibility check by the University Registrar managed by the ASI Administrative Office.

5.8.5.2 Create the "Thanks for applying but…" letter and facilitate the candidates' options for continued involvement in ASI.

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5.8.5.3 Track and create a quarterly report that shares the total number of applicants, appointments, and ASI's success in getting students involved in ASI. This information must be compiled and shared by the last BOD meeting of each semester.

Policy History:
- Approved: 05/10
- Approved: 11/10
- PENDING: Revised and approved 05/10

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